



Local Emergency Planning Committee  
of New Castle County  
c/o Office of Emergency Management  
3601 N. DuPont Highway  
New Castle, DE 19720  
Phone (302) 395-2700  
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David Irwin, Chairman  
Phone (302) 395-3633

**Meeting Minutes  
November 9, 2009**

***Host: Ashland Research Center***

***Location: 500 Hercules Road, Wilmington, Delaware***

**The regular meeting of the New Castle County LEPC was held on the above noted date and place.**

**Welcome:**

**Mr. Vito DeMaio, EHS Coordinator at Ashland, welcomed and thanked everyone in attendance. Mr. DeMaio introduced Mr. Michael Hassman, Director of Research Center Operations, who also welcomed everyone to Ashland. Chairman Irwin thanked Ashland Research Center for hosting the meeting and their support of the LEPC.**

**At Chairman Irwin's request, a round of introductions was held.**

**Approval of Agenda: Babak Golgolab made a motion to approve; Al Stein seconded the motion. All unanimously approved.**

**Approval of Minutes: Babak Golgolab made a motion to approve; Al Stein seconded the motion. All unanimously approved.**

**Committee Reports:**

**Finance: Chairman Irwin reported the LEPC budget as follows:**

**\$123,554.00 – FY 10 Appropriation  
- 27,157.00 – Expenses to Date  
\$ 96,397.00 – Balance**

**Training: Mark Dolan presented the attached NCCIHMR training report.**

**Transportation: Bruce Galloway – Mr. Galloway was not in attendance, and no report was submitted. In attendance at this meeting, was Mr. Al Stein, former chairman of the transportation committee who stepped down in March. Chairman Irwin presented Mr. Stein with a Certificate of Recognition to acknowledge his outstanding leadership and service as the distinguished Chair of the Transportation Committee for the LEPC from 2003 through 2009.**

**Staff Report: Chairman Irwin presented the attached staff report.**

**Old Business:**

**Emergency Guide:** Chairman Irwin advised that the Red Cross in Alaska has requested an electronic version of the LEPC Resident Awareness Guide. Also, Babak Golgolab, community representative, requested 5000 copies of the guide to distribute to civic associations, schools, day care centers, Lions Club, etc., in the Claymont area. Chairman Irwin mentioned that DuPont Edgemoor has graciously agreed to store the remaining guides for approximately six months.

**Staff Contract Update:**

Chairman Irwin provided an overview of the consultants' contracts. He indicated Mark Dolan has not been paid since July 1<sup>st</sup>, and they are still experiencing difficulty with signing the contracts. All contracts in New Castle County must follow county laws, and the consultants' contracts must include liability insurance. Chairman Irwin stated that the LEPC consultants only review emergency plans that are in place and do not make recommendations or provide a full fledged audit. Arthur Paul from DEMA advised that the State will pay for this year's insurance cost for the consultants, but will need to look at future years. Chairman Irwin reiterated that the LEPC consultants researched forming a 501(c)(3) Corporation, but SERC would not authorize this, as the LEPC needed to keep New Castle County engaged in the process.

Chairman Irwin further advised the members that LEPC consultant Bill McCracken submitted his resignation effective September 30, 2009. Chairman Irwin also advised that he is stepping down as Chair of the LEPC and as a paid consultant effective November 30, 2009. Mark Dolan will serve as Chair of the LEPC.

**New Business:****Staff Achievement Awards:**

Chairman Irwin recognized Bill McCracken for his contributions to the LEPC over the years. As a tribute, Bill received proclamations from the State Senate, delivered by Senator Bruce Ennis; the State House of Representatives, delivered by Representative Thomas Kovach; and the Office of the Governor, delivered by Arthur Paul from DEMA.

**Ethylene Complex Fire Presentation:**

Mr. Bill Kelly from Sunoco gave a presentation on the May 17, 2009, refinery fire. He explained that the fire occurred due to a rupture in a 10 inch diameter, high pressure ethylene pipe in the ethylene complex which resulted in a leak of ethylene gas. The rupture was the result of external corrosion of the pipe. Mr. Kelly's presentation also described Sunoco's strategic goals, responder protection considerations, tactical operations, and tactical challenges. Many responders included community fire companies, EMS units, and state and county agencies were on the scene. The Division of Public Health also monitored the area for asbestos and ethylene oxide, which did not appear to be a hazard. The response wrap-up concluded that all emergency equipment and systems worked as expected. The fire was totally extinguished in 20 hours with no injuries.

Mr. Dave Carpenter, Coordinator of New Castle County's Office of Emergency Management, explained to the members that Sunoco representatives and NCC OEM spoke to the Claymont Community Coalition on the incident. Everyone did an excellent job and the public was not in any harm. In the future, may look at utilizing DENS to do an advisory, and will work with the media on inaccuracies.

Mr. Alan Brown from the State Fire Marshal's Office who was assigned to complete the investigation commended the employees for the excellent way the incident was handled.

### **FY2010 HMEP Grant Initiatives Review and Approval:**

Chairman Irwin presented to the members the attached chart of the breakdown for FY2010 HMEP Grant initiatives, which was submitted to Arthur Paul. Al Stein made a motion to approve; Babak Golgolab seconded the motion. All unanimously approved.

### **Host LEPC Meetings – 2010:**

Chairman Irwin asked for volunteers to host the LEPC meetings in 2010. Anyone who would like to volunteer their facility should sign up with Diane Opdenaker at the end of the meeting. Currently, DuPont Edgemoor has agreed to host the January 11, 2010, meeting, and Sunoco has agreed to host the May 10, 2010 meeting. The following dates are still open:

March 8

July 12

September 13

November 8

Please e-mail Diane Opdenaker at [dopdenaker@nccde.org](mailto:dopdenaker@nccde.org) if you would like to host one of the 2010 meetings.

### **Any Other Business:**

Chairman Irwin mentioned the three main goals of the LEPC consultants included the NCCIHMR exercise, the Resident Awareness Guide, and the Hazardous Materials video. A showing of the video was presented at the meeting. The State Fire School and DNREC will use the video as a training tool. If anyone is interested in a DVD, please e-mail Diane Opdenaker at [dopdenaker@nccde.org](mailto:dopdenaker@nccde.org)

Chairman Irwin announced the workshops for Tier II reporting will be held on the following dates. Contact Shannon Splittorff at 302-739-9405 if you wish to register for a workshop.

December 9, 2009 – 9 am – 11 am

City of Wilmington EOC, 22 S. Heald Street, Wilmington

December 11, 2009 – 9 am – 11 am

DNREC, 391 Lukens Drive, New Castle

December 16 – 1 pm – 3 pm **(Make-up Session)**

Air Mobility Command Museum, 1301 Heritage Road, Dover AFB

Mr. David Carpenter congratulated Bill McCracken on his tenure as a consultant for the LEPC. He also credited Bill with the newly created hazmat video, and made a recommendation that the video should be submitted for an award, and should name Bill as the leader of the project. Concerning the issues with the consultants' contracts, Mr. Carpenter explained to the members that all contracts with New Castle County must follow the guidelines of the County Law Department and Purchasing Department. Mr. Carpenter stated he was sorry that Chairman Irwin was resigning. He also mentioned that they will request a budget item in the SERC budget next year for the LEPC consultants' insurance cost.

**Mr. David Ennis posed a question to Mr. Carpenter concerning how the County would handle the void and paying the remaining consultant. Mr. Carpenter explained that Mark Dolan's compensation and invoices will be paid when submitted. The Executive Committee makes recommendation to LEPC membership who approves; however, the plan should be reviewed by the SERC before final approval by the LEPC.**

**Mr. David Ennis in closing comments thanked Chairman David Irwin and Bill McCracken for their service to the LEPC. He also acknowledged the long career Bill McCracken has given to the LEPC. Mr. Ennis also thanked Senator Bruce Ennis and Representative Thomas Kovach for taking time from their busy schedules to attend the meeting. He also mentioned that Representative Kovach is a lawyer and former EPA official, and will be an asset to the LEPC. Mr. Ennis did announce that Mr. Shawn Garvin is the new Regional Administrator for EPA's mid-Atlantic region (Region 3), which encompasses Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia. Mr. Garvin is a resident of the Edgewood Hills community in north Wilmington.**

**No further business, the meeting adjourned at 4:40 p.m.**

#### **NOTICE OF NEXT MEETING**

**Host: DuPont Edgemoor**

**Date and time: January 11, 2010**

**Directions will be sent with agenda.**

**dco**

**LEPCminutes11/9/09meeting**

# **NCC LEPC STAFF REPORT SEPTEMBER 15 – November 9, 2009**

## **SERC/DEMA ACTIVITIES:**

1. Developed and submitted FY 2010 HMEP Grant application in a timely manner to DEMA Grant Administrator.

## **PLAN REVIEWS:**

1. No Plan Reviews or Onsite Assessments were conducted due to liability issues.

## **COMMUNITY OUTREACH:**

1. Attended FMC CAP meeting.
2. Launched grassroots distribution process for Emergency Preparedness Guide.
3. Distributed outreach materials for two fire company public safety open houses and one industrial safety and health fair.
4. Created LEPC instructional presentation for course at an area college.
5. Attended the New Castle County Fire Chiefs Association November Meeting.

## **DRILL/EXERCISES:**

1. Reviewed the After-Action Report for the NCC LEPC 2009 Hazmat Functional Exercise.
2. Served as an evaluator for DuPont Experimental Station Hazmat Functional Exercise.

## **NCCIHMR:**

1. Coordinated the NCCIHMR 2009 Training Session VI on September 29th and 30th at DNREC's New Castle Facility.
2. Completed the planning and preparations for the November 10th NCCIHMR Eighth Annual Planning and Training Meeting.
3. Obtained recognition plaques for retiring NCCIHMR members.

## **GENERAL STAFF ACTIVITIES:**

1. Worked with County, State and Del. Tech personnel to deliver LEPC video.
2. Continued to work with State and County personnel to resolve contract issues.
3. Attended LEPC for NCC Staff Meeting.
4. Attended the U.S. Federal Bureau of Investigation's Regional National Improvised Explosive Familiarization Training Seminar on September 17th at Dover AFB.
5. Transitioned W. McCracken's job responsibilities.
6. Worked on LEPC staff recognition initiatives.
7. Worked to identify and develop brochure short term storage solution.

## **NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE**

### **NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC**

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee conducted the following training session since the September 14<sup>th</sup> LEPC meeting:

2009 Training Session VI: Tuesday, September 29<sup>th</sup> and Wednesday, September 30<sup>th</sup> from 5:00 pm through 9:00 pm on both evenings and conducted at the DNREC Lukens Drive, New Castle Facility. Training Session VI was a hands-on workshop involving basic and intermediate radiological detection, monitoring and incident response. Appreciation is extended to NCCIHMRA Instructors Scott Petlick of AstraZeneca, Sam Palermo of Aetna Hose Hook & Ladder of Newark, and Jamie Bethard and Matthew Higgins of the DNREC EPRB for instructing this training session and to DNREC EPRB for hosting this training session.

The eighth annual NCCIHMRA Planning and Training Dinner Meeting is scheduled on Tuesday evening, November 10<sup>th</sup>, 2009, at the Elsmere Fire Company banquet hall. The guest presenter will be Mr. Charles Wright, Manager of Hazardous Materials Training for Union Pacific Railroad, Secretary of the NFPA's Technical Committee on Hazardous Materials Response Personnel, instructor at the University of Nebraska, and 2009 recipient of the International Association of Fire Chiefs Hazardous Materials Committee's John Eversole Lifetime Achievement Award.

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee has drafted the CY2010 training schedule totaling 28 hours as follows:

2010 QI – DHS ODP Incident Response to Terrorist Bombings (4 hrs)  
2010 QII – WEG “Bottoms Up” Rollover Tank Trailer with Field Exercises (12 hrs) (part of the Third Annual Delaware Hazardous Materials Conference)  
2010 QII – TMSA Shipboard Hazmat Operations Part IV – Technician (4 hrs)  
2010 QIII – DuPont ISO-CAER-tainer Intermodal Container Course (4 hrs)  
2010 QIV – NCCIHMRA Railroad Tank Car Damage Assessment Course (4 hrs)

Submitted by:  
Mark Dolan  
NCCIHMRA Training Committee

**Local Emergency Planning Committee (LEPC)  
for New Castle County  
FY 2010 HMEP Grant Fund Initiatives  
Oct 1, 2009 – Sep 30, 2010**

**Total Funds: \$69,600**

**Planning Initiatives - \$37,000**

<b>No.</b>	<b>Authorized Activity Description</b>	<b>Applicable 49 CFR Section</b>	<b>Host/Service Provider</b>	<b>Total Cost</b>	<b>Target Date</b>	<b>Date Completed</b>	<b>Comments</b>
1.	Phase II Functional Exercise	Sec. 110.40 (a) (1)	O'Brien Group	\$20,000	2Q10		
3.	LEPC Handout Materials (1,500)	Sec. 110.40(a) (1)	Small Associates	\$13,000	1Q10		
4.	Update NCCIHMRA SOG Manual	Sec. 110.40(a) (1)	Small Associates	\$ 1,000	3Q10		
5.	EPA Conference (Fund 2 attendees)	Sec. 110.40(a) (1)	EPA	\$ 3,000	4Q09		
	<b>TOTAL COST</b>			<b>\$37,000</b>			

**LEPC for New Castle County  
FY 2010 HMEP Grant Fund Initiatives  
Oct 1, 2009 – Sep 30, 2010**

**Training Initiatives - \$32,600**

<b>No.</b>	<b>Authorized Activity Description</b>	<b>Applicable 49 CFR Section</b>	<b>Host/Service Provider</b>	<b>Total Cost</b>	<b>Target Date</b>	<b>Date Completed</b>	<b>Comments</b>
1.	Develop Tier II Training Video	Sec. 110.40(b) (2)		\$15,000	4Q10		
2.	NCCIHMRA - Annual Training Dinner –	Sec. 110.40(b) (2)	Elsmere Fire Co.	\$ 1,600	4Q09		
3.	Training Dinner Instructor Expenses	Sec. 110.40(b) (2)		\$ 1,000	4Q09		
4.	NCCIHMRA – “Bottoms Up” 2 day Tank Trailer Training & Exercise	Sec. 110.40(b) (2)	Weavertown Environmental Group	\$10,000	2Q10		
5.	NCCIHMRA – Part IV - Shipboard HazMat Operations	Sec. 110.40(b) (2)	D. Dillon	\$ 5,000	2Q10		
	<b>TOTAL COST</b>			<b>\$32,600</b>			